



City of Mountain View

Public Library
585 Franklin Street

Minutes

Library Board

Boardmembers Lopez, Shah, Stock, Vice Chair Donahue, Chair Beckman-Harned

Monday, November 21, 2016

7:30 PM

Gossamer Conference Room

1. CALL TO ORDER

Vice Chair Donahue called the meeting to order at 7:31 p.m.

2. ROLL CALL

Present 4 - Elena Lopez, Sheetal Shah, Randall Stock, and Vice Chair Paul Donahue

Absent 1 - Chairperson Max Beckman-Harned

3. MINUTES APPROVAL

Minutes for the October 17, 2016 meeting have been delivered to Board members and copies posted on the Library bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

MOTION - M/S Stock/Lopez - To approve the October 17, 2016 minutes.

The motion carried by the following vote:

Yes: 4 - Lopez, Shah, Stock, and Vice Chair Donahue

Absent: 1 - Chairperson Beckman-Harned

4. ORAL COMMUNICATIONS FROM THE PUBLIC

Mayor Pat Showalter attended the meeting to thank the Board members for their service and answered questions. She also said that the library has a good collection and keeps services relevant.

5. NEW BUSINESS

5.1 Review Materials Budget and City Timeline for the Fiscal Year 2017/18 Budget

The Library Director discussed the information she considers when making a budget recommendation. Trustee Stock suggested that a 5-year rolling average of materials spending would be helpful in analyzing materials. A question was raised about the circulation and spending on eBooks.

5.2 Review the Reference and Information Services Policy and Discuss Possible Changes

The Board discussed proposed changes and agreed to remove the lengthy operational procedures. The Library Director will collect additional information from staff and bring the policy back to the Board at the December meeting for additional discussion and possible approval.

5.3 Review the Loan Circulation Limits in the Library Card and Borrowing Policy and Consider Increasing and/or Eliminating Some Limits

The Board approved the changes recommended by staff with one exception. Instead of eliminating the limit on DVDs the Board suggested that the limit be raised from 15 to 30.

6. LIBRARY BOARD/STAFF ANNOUNCEMENTS, UPDATES, REQUESTS, AND COMMITTEE REPORTS**6.1 Library Director's Report**

Director Macek presented the report and answered questions.

7. DONATIONS - None**8. AGENDA SETTING/PLANNING**

- Library Budget
- Reference and Information Services Policy
- Library Card and Borrowing Policy and circulation limits

9. ADJOURNMENT - At 8:37 p.m., Vice Chair Donahue adjourned the meeting to the next Library Board Meeting to be held on December 12, 2016 at 7:30 p.m. in the Gossamer Conference Room.